

Completing Dual Credit Entry

READ EVERYTHING BEFORE YOU DO ANYTHING...

- Dual Credit is not cumulative, but by year
- Must include postsecondary institution and postsecondary hours (not HS hours)

1. Login to TEDS at <http://teds.ky.gov>

2. Click on **Select School**

TEDS

Home (System Messages)

Secondary School Administrator

- Select School
- School Wide Enrollments
- Student Search
- Career Readiness

Pathway Sections

Follow Up

- Reports
- Import
- Companies
- My Account
- My School

Downloads

Close Page

Year and School Selection

Select School to work with

Select School: YOUR TECHNICAL SCHOOL [888888888]

School Year: 2016-2017

Select

Close Page

3. Select your **"School"** and **"School Year"**. Click **Select**

4. Select the pathway section for which you want to add Dual Credit Information

Industrial Certificate

Performance Level

Global Student Search

Select School

School Wide Enrollments

Student Search

Career Readiness

Pathway Sections

- Academic Enrichment 32.0101
- Accounting 52.0301.00
- Accounting/Data Processing 52.0302

1 to 1 of 1 Records 100

Name	Edit	Class List	Termination	KOSSA Registration	Delete
Accounting					

New Section Close Page

1 to 1 of 1 Records 100

5. Click **"Class List"**.

6. Change **Student Status** to All Students and click **Search**

Enrollment Search Criteria

First Name:

Last Name:

Last four # of SSN:

SSID:

Student Objective: - All

Education Level: - All

Student Status: All Students

Termination Status: - All

Search Clear

Name	SSN	SSID	Demographics	Enrollment
Brown Sheila Ann	402-78-5658	1995846515	Demographics	Enrollment
Christian Claude	147-25-8369		Demographics	Enrollment
Gallagher Sarah	999-54-2324		Demographics	Enrollment
Mouse Mickey	404-25-6897		Demographics	Enrollment

7. Click on **Enrollment** next to the Student who has earned/is earning dual credit

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8. Scroll down to the Dual Credit Hours and Dual Credit School fields...

Enrollment Details

Student Objective: * PREPARATORY ▼

Education Level: * 11TH GRADE ▼

Attend Hours Term 1: * 2.00

Attend Hours Term 2: 0

Attend Hours Term 3: 0

Home High School: - Select One ▼

Enrollment Date: * 8/1/2012

Credit Hours: 4

Disability: - Select One ▼

Disadvantaged Condition: - Select One ▼

Special Pops: - Select One ▼

Dual Credit Hours: 0

Dual Credit School: - Select One ▼

Termination Status: - Select One ▼

Termination Date:

Accumulated GPA: 0.0000

Federal Indicator: Yes

LEP: ☐

Inactive: ☒

PellGrant: ☐

WIA: ☐

Tech Prep: ☐

IEP: ☐

Plan504: ☐

Attempted an Ind Cert/KOSSA: ☒

Save **Reset**

[Industry Certificates](#) | [Credentials](#) | [ONET Codes](#) | [WBL](#) | [KOSSA](#) | [Audit](#) | [Close Page](#)

9. Using the dropdown menus, select the correct number of credit hours earned and the name of the postsecondary school where the dual credit was earned.**10. Click the Save Button.**